



Wisconsin's Longitudinal Data System Access Manager Tool Step-by-Step Guide

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This document is a step-by-step guide for users of Access Manager, the security tool developed by the Department of Public Instruction to manage use of Longitudinal Data System secured access applications.

It is important to have an understanding of the purpose and basic functionality of Access Manager prior to using the application. **Please view the [Access Manager Overview Presentation](#) BEFORE using the tool.** This step-by-step guide was created for informed users who have already viewed the presentation.

A reminder: ALL users of Access Manager and MDAT require a WAMS ID. Personnel interested in using MDAT must have a WAMS ID BEFORE you set them up in Access Manager.

This guide is organized in sections with numbered steps that describe what to do to complete different actions in Access Manager. Use this table of contents to help you determine where to go in the guide:

<u>Who/What</u>	<u>Steps</u>	<u>Pages</u>
Superintendent: Delegating authority to additional Security Administrator(s)	1-14	2-4
Superintendent or District LDS Security Administrator:		
Adding a new user	15-31	5-9
Editing or removing an existing user	15-22 & 32-38	5-7 & 10

When you are done with Access Manager, always LOG OUT and CLOSE the BROWSER.

Thank you for using the Department of Public Instruction's
Access Manager security tool!

If you have any questions, please email our LDS team: LDShelp@dpi.wi.gov.

Superintendent: Delegating authority to additional Access Manager users

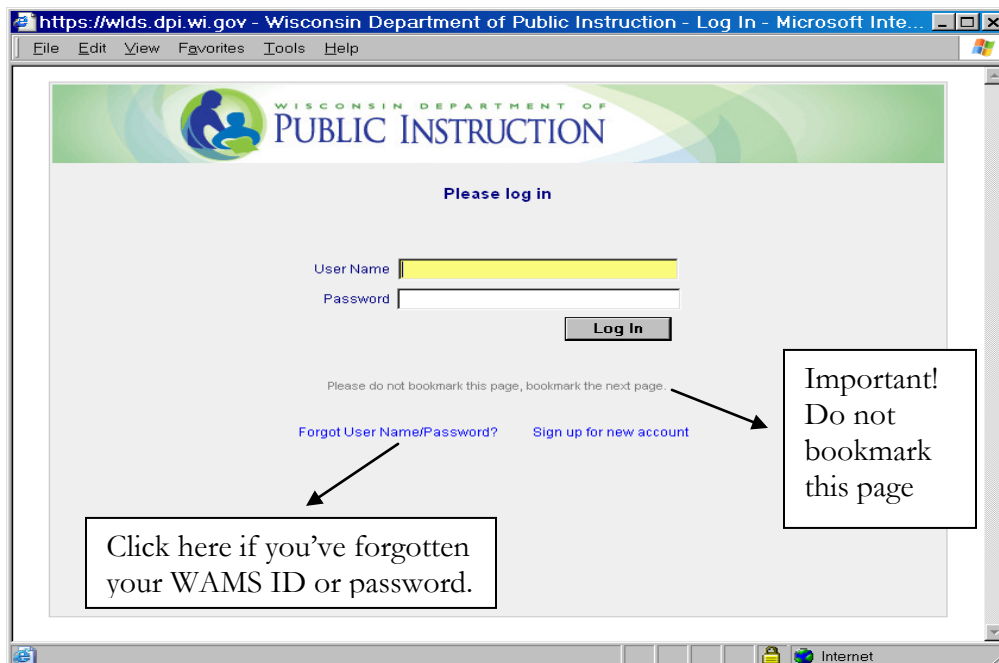
Before logging in

(Remember, ALL Access Manager and MDAT users need a WAMS ID!!)

- 1) Choose a District LDS Security Administrator (DLSA)
 - a. Decide whether to perform application management activities yourself or delegate that responsibility to someone in your district.
- 2) DPI encourages districts to solicit their District Assessment Coordinator for this responsibility.

To delegate DSA authority to someone else in your district:

- 3) Log in to the secure applications page:
 - a. <https://wlds.dpi.wi.gov/secure/>
- 4) Enter your WAMS ID and Password



- 5) Select "Delegate Administration"



1. Your district should appear with an empty box
 - i. In the future, that box will include the administrator(s) to whom you give Access Manager responsibilities.
- 6) Click “Add New Administrator”
 - a. This is where you input the person to whom you wish to delegate administrative rights in Access Manager.
- 7) Enter any or all search criteria:
 - a. Email
 - b. Last name
 - c. First name
- 8) Click “Search”
 - a. A list of all matches (names and emails) will appear.
- 9) Carefully search through the list to correctly identify the correct new user or administrator.
 - Didn't find the user you were looking for?
 - a. Click “Extended Search.” This expands the search statewide.
 - b. If you still don't find the correct person, adjust your search criteria and click “search” again.
- 10) Click “Delegate” next to the correct user's name
 - a. Confirm the delegation in the pop-up.
 - b. The new administrator should now appear in the panel of current administrators.
 - Want to delegate administrative responsibility to more than one person?
- 11) Repeat the steps above.

SEE SCREEN SHOT BELOW FOR WALK-THROUGH

Notice that you can use * before or after a partial entry for a more general search.

Use “Extended Search” to expand your search statewide.

Click on “first” or “last” to sort by name.

Next Steps

- 12) If you want to use MDAQ, you must assign access to yourself (see Assigning Access to MDAQ below).
- 13) Be sure to inform your District Security Administrator (s) of his/her/their new responsibilities.
 - a. For a list of responsibilities, see the [Access Manager Overview Presentation](#).

Done with Access Manager?

- 14) When you are done with Access Manager, always LOG OUT and CLOSE the BROWSER.

DISTRICT SECURITY ADMINISTRATOR OR SUPERINTENDENT: ASSIGNING ACCESS TO MDAT

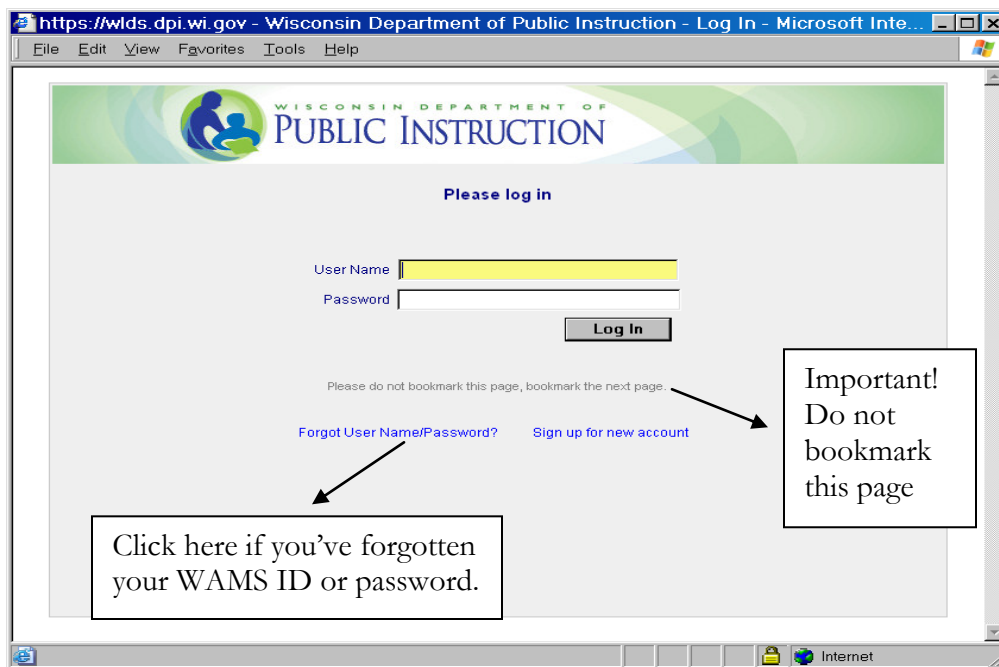
As an Access Manager Administrator, you have the responsibility to control access to all DPI LDS applications (currently only MDAT) for the district(s)/school(s) for which you have authority.

Before Logging In

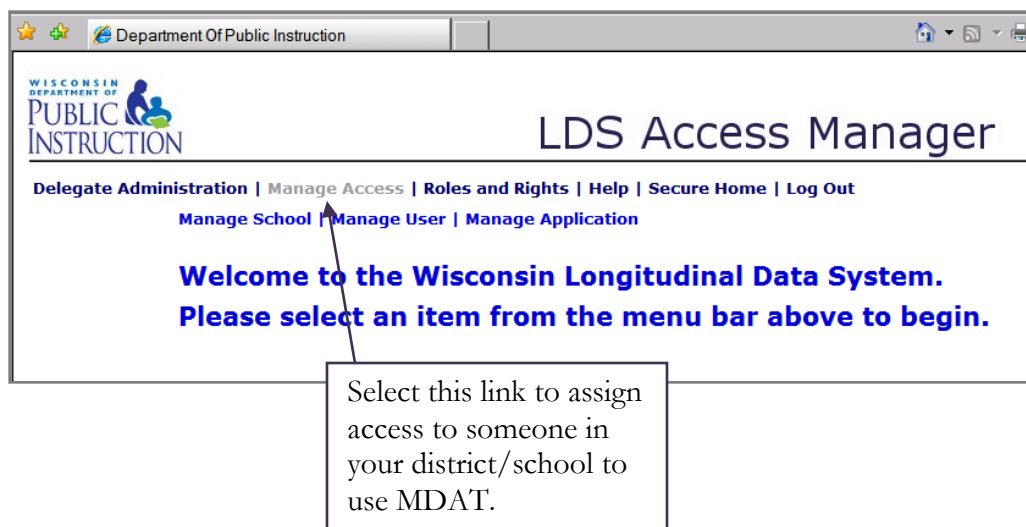
- 15) Develop an accurate list of personnel that need access to MDAT, and the appropriate level of access for each person.
- 16) Aren't sure about the correct level of access?
 - a. The [Access Manager Overview Presentation](#) may help.

To assign access to MDAT

- 17) Log in to the secure applications page:
 - a. <https://wlds.dpi.wi.gov/secure/>
 - b. Enter your WAMS ID and Password



18) Select “Manage Access”



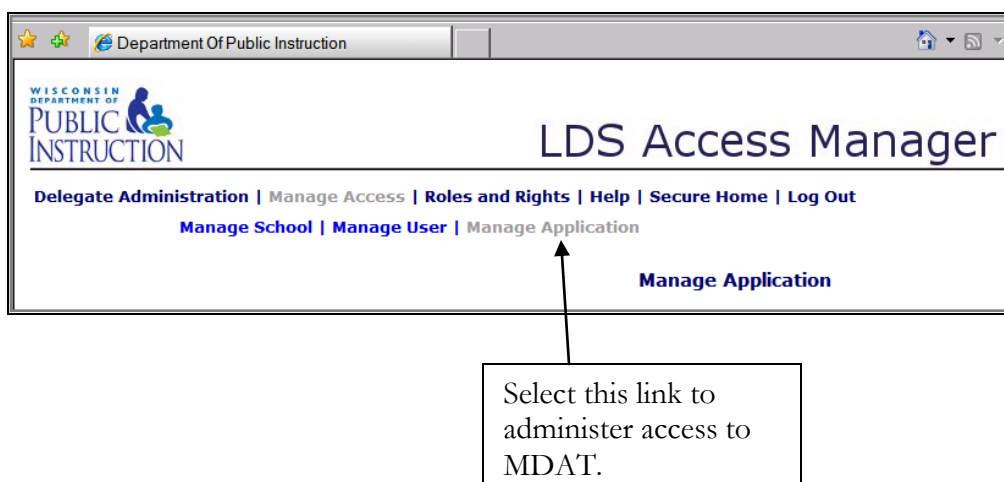
You have THREE OPTIONS of ways to administer access:

1. Manage Application*
2. Manage School
3. Manage User

*DPI recommends that Superintendents or District Security Administrators use the Manage Application method to give access to MDAT. This step-by-step guide will follow this method.

To administer access through MANAGE APPLICATION:

19) Select “Manage Application.”



20) From the list, select the district for which you are going to administer access.

- a. Skip this step if you only have access to one district.

21) Select the application you want to manage (MDAT).

22) Click “Search” to display current users of MDAT.

- a. The list will be empty the first time you use administer access for this district.

https://wlds.dpi.wi.gov - Department Of Public Instruction - Microsoft Internet Explorer

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LDS Access Manager

Delegate Administration | Manage Access | Roles and Rights | Help | Log Out

Manage School | Manage User | Manage Application

District: SAINT CROIX FALLS

School:

Application:

Manage Application

Users can search by school or application.

Search Clear Entries

Select the Edit link next to the individual's name to edit, add to, or remove application access.

Application	Last	First	Email	School	Role
MDAT	GRAVES	PATRICIA	TRISHG@CESA11.K12.WI.US	SAINT CROIX FALLS EL	MDAT Tier 3
Edit				SAINT CROIX FALLS MID	MDAT Tier 5
Edit	VOLPIANSKY PAULA	PAULA.VOLPIANSKY@DPI.WI.GOV		SAINT CROIX FALLS EL	MDAT Tier 3
				SAINT CROIX FALLS MID	MDAT Tier 5

This is where the current users for this district will be listed. The first time you use Access Manager, this box will be empty.

Add User

Done Internet

To Add a User

Note: You must click “Search” before you can add a user.

- 23) Click “Add User.”
- You will see a panel.
 - Enter any or all search criteria
 - Email
 - Last name
 - First name

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LDS Access Manager

Delegate Administration | Manage Access | Roles and Rights | Help | Log Out

WEL

Select User

Email:

Last Name:

First Name:

You can use * before or after a partial entry for a more general search.

Search Clear Entries Extended Search Return to Manage Applica

- 24) Click “Search”
- A list of all matches (names and emails) will appear.
- 25) Carefully search through the list to correctly identify the correct new user or administrator.

Didn't find the user you were looking for?

- 26) Click “Extended Search.” This expands the search statewide.

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LDS Access Manager

Delegate Administration | Manage Access | Roles and Rights | Help | Secure Home | Log Out

WEL

Select User

Email:

Last Name:

First Name:

Search Clear Entries Extended Search Return to Manage Applica

Select	Last	First	Email
<input type="checkbox"/>	PINSONNEAULT	LAURA	LAURA.PINSONNEAULT@DPI.WI.GOV

Found the correct user for whom you want to assign access?

- 27) Click “Select” next to the correct user’s name.
- You will see the Authorize Additional User Panel.
- This is where you will select the following:
 - The Application
 - The User’s Role (level of access) for the chosen application
 - The Organization (school(s)) the user can access with MDA T

28) Select an Application (MDAT).

29) Select a Role.

Unsure of the proper role for a user?

- i. Consult your district pupil data privacy policy.
- ii. Click “View Roles and Rights.”
- iii. See the [Access Manager Overview Presentation](#) for additional descriptions of roles.

30) Select the school for which the user will have access in MDAT.

- a. To select more than one school, hold the Ctrl key while clicking on the desired schools.
- b. Select District-wide to
 - i. Apply the same role for this user to every school in the district.
 - ii. Allow the user to aggregate data at the district level.

Done adding new users?

31) Click “Save Entry.”

- a. You will be returned to the Manage Application Panel, with the new user added.

Department Of Public Instruction

Delegate Administration | Manage Access | Roles and Rights | Help | Log Out

WEL

Authorize Additional User

District: BANGOR

Selected User: LAURA PINSONNEAULT, LAURA.PINSONNEAULT@DPI.WI.GOV

Return to Manage Application

Application*: MDAT

Role*: View Roles and Rights

School*:
(Choose District-Wide, one school or multiple schools. Hold Ctrl key for multiple)

DISTRICT-WIDE
BANGOR EL
BANGOR MID/HI

* = required field

Save Entry Clear Entries

Steps:
28. Select the application (MDAT).
29. Select the appropriate role for the chosen user.
30. Select school or district-wide.

To Edit Access—Add/Remove a School for an Existing User

- 32) Complete steps 19-22 above.
- 33) Click “Edit” next to the correct user’s name in the Manage Application Panel.
 - a. You will see the Edit User Profile Panel.

The screenshot shows the 'Edit User Profile' panel for user LAURA PINSONNEAULT. The panel is divided into two main sections: 'School' and 'Role'. The 'School' section has a 'Revoke' button and a 'Revoke All' button. The 'Role' section has a 'MDAT Tier 1' role listed. Below these sections are fields for 'School*' and 'Role*', each with a dropdown menu. The 'School*' dropdown is currently open, showing options: 'DISTRICT-WIDE', 'BANGOR EL', and 'BANGOR MID/HI'. The 'Role*' dropdown is currently empty. At the bottom of the panel are 'Save Entry' and 'Clear Entries' buttons. Annotations with arrows point to these elements:

- An arrow points to the 'Revoke' button with the text: 'Select to revoke access for one organization'.
- An arrow points to the 'Revoke All' button with the text: 'Select to revoke access for all organizations'.
- An arrow points to the 'Revoke' and 'Revoke All' buttons with the text: 'To Remove Access'.
- An arrow points to the 'School*' dropdown menu with the text: 'Select School'.
- An arrow points to the 'Role*' dropdown menu with the text: 'Select Role for user at given school'.
- An arrow points to the 'School*' and 'Role*' dropdown menus with the text: 'To Add a School'.
- An arrow points to the 'Save Entry' button with the text: 'Click “Save Entry” when done.'.

To remove access

- 34) Click “Revoke” or “Revoke All.”

To add a school

- 35) Select the school(s).
- 36) Select the role(s) to assign the selected user for the selected school(s).
- 37) Click “Save Entry.”
 - a. The new authorization will be added to the list for the selected user.

Done adding/removing access?

- 38) Click “Return to Manage Applications” or, if you’re done using Access Manager, “Logout”